TRICARE Management Activity

Learning Management System (LMS)

Refresher Training Guide
Version 1.0

January 2006

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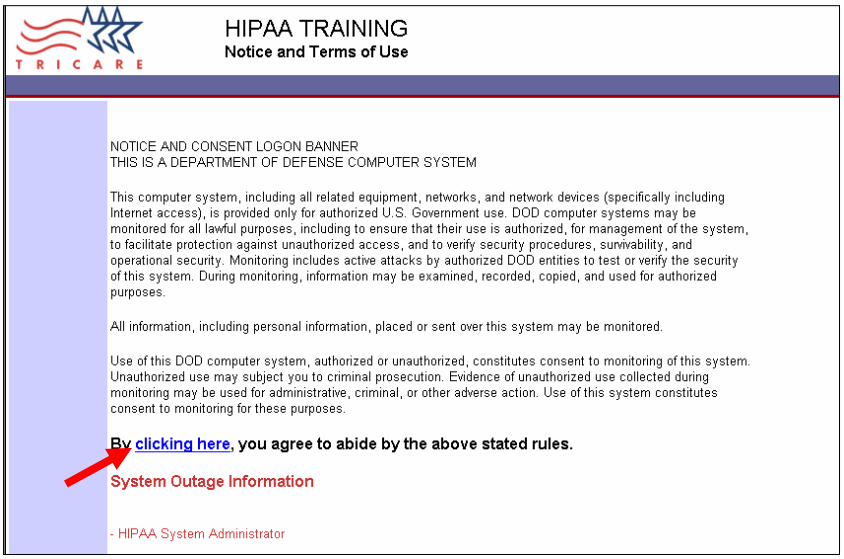
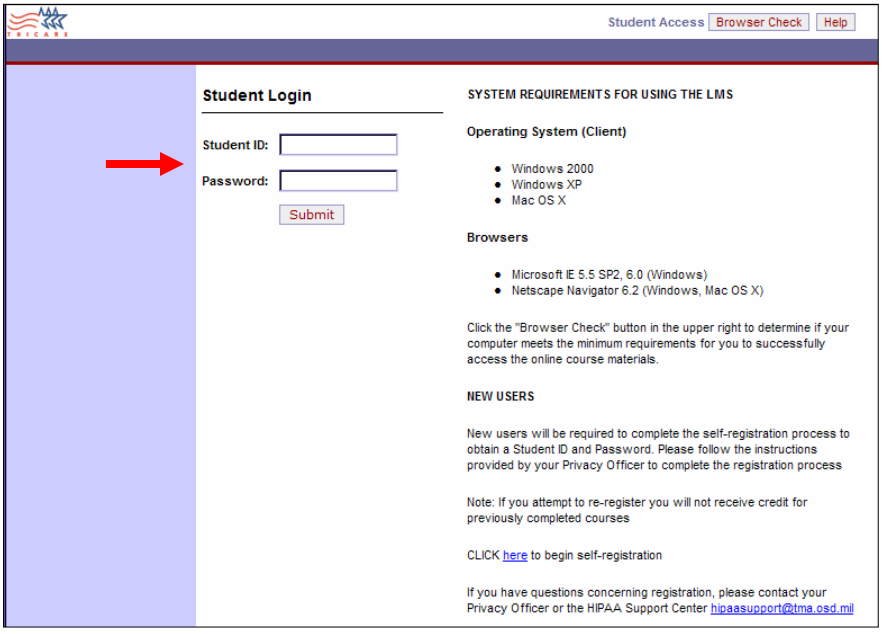
1. Access the LMS at: https://hipaatraining.tricare.osd.mil.

2. Read the Notice and Terms of Use.

3. Select the "clicking here" link to move to the login page.



4. Login to the LMS by entering your Student ID and Password.



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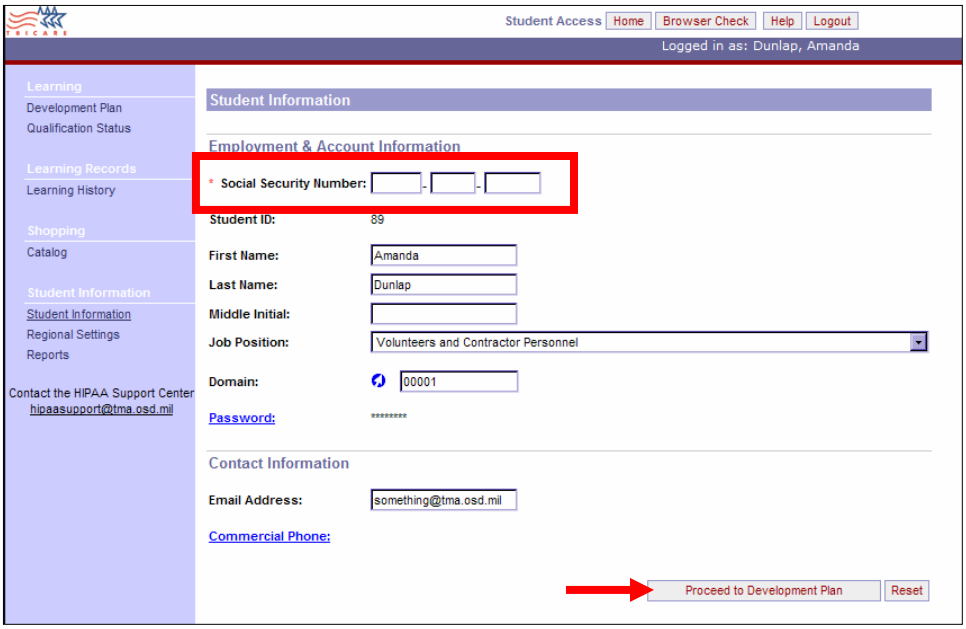
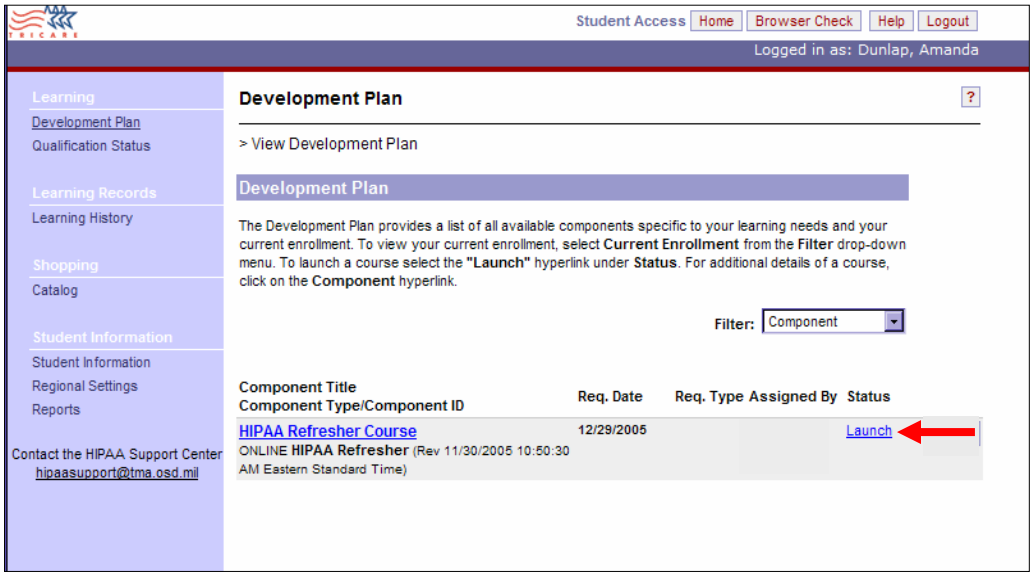
- Upon login, the Student Information page is displayed.



5. Input your SSN (required).

6. Update all personal information, as necessary.

7. Select the **Proceed to Development Plan** button.



8. Select the **Launch** link to access the HIPAA Refresher Course.

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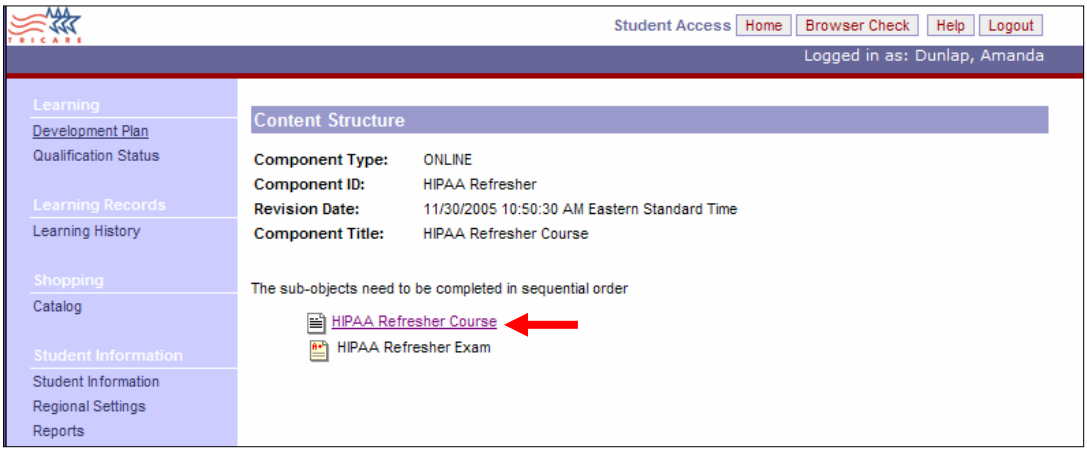
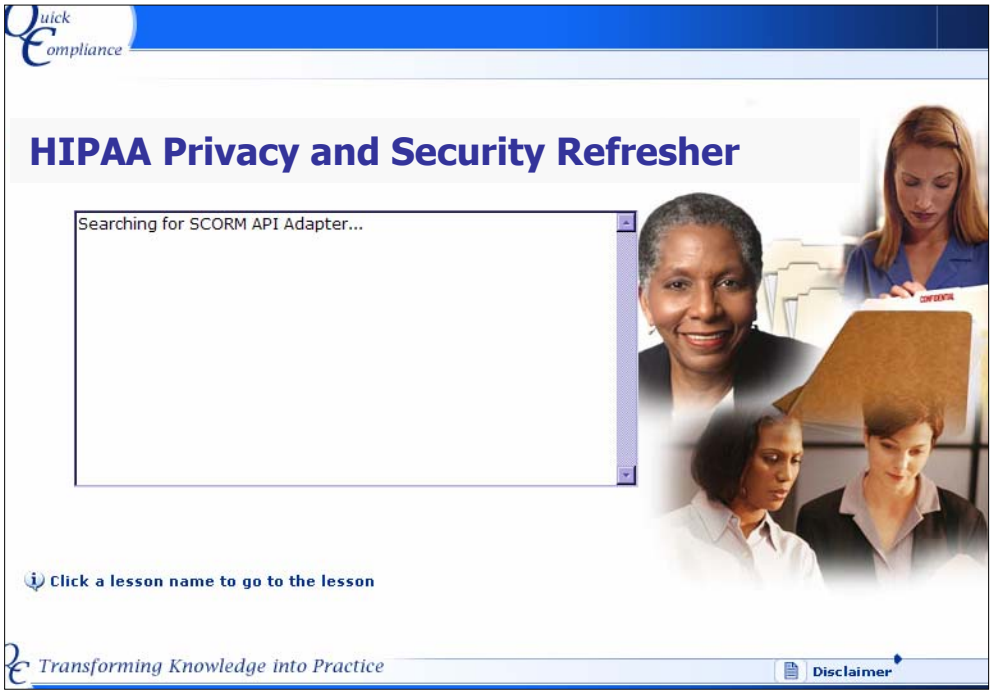
9. Select the **HIPAA Refresher Course** link to begin the Refresher Training course.



NOTE: If your browser has a pop-up blocker, please disable it for the training, as all courses and exam are pop-ups.

- The SCORM API Adapter will load (This is not an error).



NOTE: If your browser gets stuck on "Searching for SCORM API Adapter, please confirm that the URL you are using for the training is: https://hipaatraining.tricare.osd.mil without the www.

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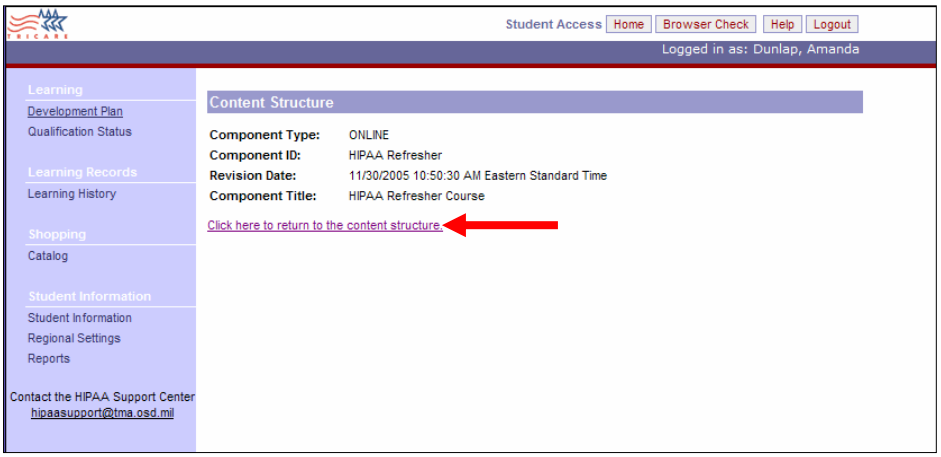
NOTE: If you get a message that says "SCORM API Adapter cannot be found", please contact your local IT department and have them install Java/Microsoft Virtual Machine onto your computer.

- When you have completed the course, ensure that all sections have a checkmark and then click the exit button.

- Following completion of the course, you will be given access to the exam.

10. Select the **Click here to return to the content structure** link.



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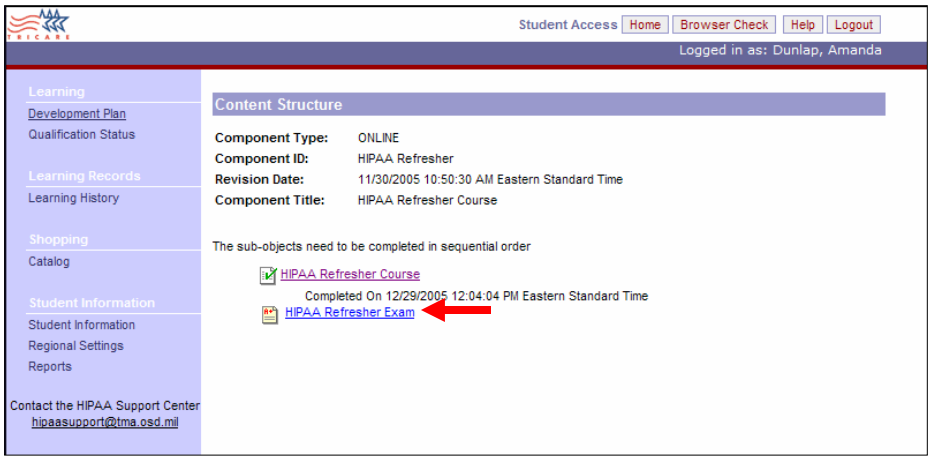
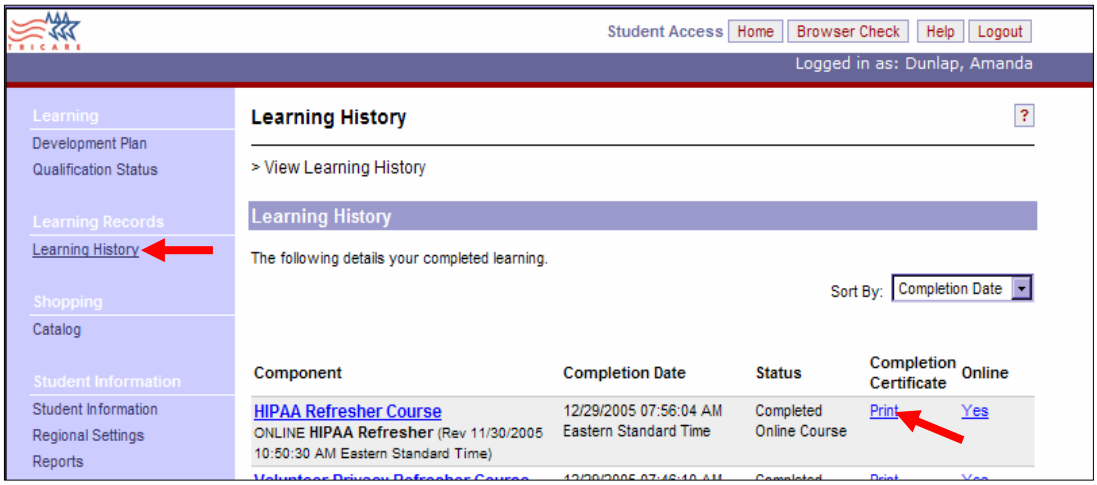
11. Select the **HIPAA Refresher Exam** link, which is now activated, to begin the exam.



NOTE: If the exam is not passed, the course will have to be completed again before accessing the exam again.

After passing the exam (with a score of 75% or more) your HIPAA Refresher Course will be complete and the course will be transferred from your Development Plan to your Learning History.

12. Select the Print link from the Learning History page to print your course certificate.



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- Please use the table below as reference for registering under the correct job position.

Job Positions for TMA

Job Position	Description
Senior Executive Staff	MTF executive leadership, Legal, Public Affairs and Marketing staffs
Provider	N/A
Ancillary Clinical	N/A
Nursing/Clinical Support	N/A
Facility Support Services	All non clinical support personnel
Business/Finance Office	Resource Management, Personnel staff and Medical Operations (Readiness, Education, Training, Security)
Administrative Support Services	Patient assistance staff
Information Management	IM/IT staff
Medical Records/Patient Administration	N/A
Volunteers	

NOTE: If you have any problems completing your training, please contact the HIPAA Support Center at hipaasupport@tma.osd.mil.

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